



NATIONAL INVESTMENT FUND
HOLDING COMPANY LIMITED

PUBLIC STATEMENT

OF THE NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED
FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)
OF THE LAWS OF THE REPUBLIC OF TRINIDAD AND TOBAGO

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) the National Investment Fund Holding Company Limited (NIF) is required by law to publish and annually update the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- (i) for each person to access information held by the National Investment Fund Holding Company Limited;
- (ii) for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- (iii) to obtain reasons for adverse decisions made by the NIF regarding an applicant's request for information under the FOIA; and
- (iv) to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (I)

Function and Structure

The NIF was incorporated in the Republic of Trinidad and Tobago on 29 May 2018 by the Corporation Sole for the purpose of holding and monetizing assets transferred by the Government of the Republic of Trinidad and Tobago (GORTT).

Organization & Structure of the NIF

The NIF is headed by a Board of Directors appointed by the Minister of Finance. The organization's management consists of a

Corporate Secretary, Manager Finance and Accounting and an Executive Assistant. The current Board of Directors are:

Ms. Jennifer Lutchman (Chairman)
Ms. Nadira Lyder
Mr. Dexter Jaggernauth
Mr. Hayden Manzano
Ms. Cindy Pierre

Section 7 (1) (a) (ii)

Categories of documents maintained by the NIF:

Files, records, manuals and documents in respect of the following:

- (i) general administrative documents for the routine functions of the NIF
- (ii) personnel records on staff appointments etc.
- (iii) accounting and financial management
- (iv) financial records (cheques, vouchers, receipts etc.)
- (v) the procurement of supplies, services and equipment
- (vi) internal and external correspondence
- (vii) minutes of meetings
- (viii) annual reports
- (ix) 2018 Prospectus
- (x) newspaper clippings
- (xi) contracts, service level agreements, legal agreements, legal opinions and related matters
- (xii) policy and procedure documents
- (xiii) manuals.



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Section 7 (1) (a) (iii)

Materials prepared for publication or inspection

The NIF prepares the following documents which can be downloaded from its website:

- (i) quarterly financial statements
- (ii) annual audited financial statements
- (iii) annual reports.

The public may inspect and/or obtain copies of the preceding material between the hours of 9:00 a.m. to 3:00 p.m. on normal working days at the following location:

Level 2 Eric Williams Finance Building
Independence Square
Port of Spain
Telephone: Tel: 612-9700 Ext. 1209
Website: <https://nif-tt.com/>
Email: nif@gov.tt

Section 7 (1) (a) (iv)

Literature available by subscription

The NIF has no literature available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed for accessing documents from the NIF, when a Freedom of Information (FOIA) request is made.

General Procedure

In order to have the rights given to applicants by the FOI Act, you must make your request in writing.

The Request for Access to Official Documents form may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information

- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the NIF.
(see Section 7 (1) (a) (vi)).

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted within **thirty (30) days** of the receipt of the request by the NIF (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered.

After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody.



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Section 7 (1) (a) (vi)

Officers in the NIF responsible for: -

- (i) the initial receipt of and action upon notices under Section 10;
- (ii) requests for access to documents under Section 13; and
- (iii) applications for correction of personal information under Section 36.I of the FOIA,

Designated Officer:

Ms. Christine Frank
Corporate Secretary
National Investment Fund Holding Company
Limited
Level 2, Eric Williams Finance Building
Independence Square
Port of Spain
Telephone: 681-7012
Email: nif@gov.tt

Alternate:

Ms. Simone Denoon Jackman
Manager Finance and Accounting
National Investment Fund Holding Company
Limited
Level 2, Eric Williams Finance Building
Independence Square.
Telephone: Tel: 612-9700 Ext. 1209
Email: Simone.Jackman@gov.tt

Section 7(1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where minutes/meetings are open to the public)

At this time, there are no bodies in the NIF that fall within the meaning of this Section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information in the public domain can be accessed from the NIF's website: <https://nif-tt.com/>

You can also make enquiries by contacting us at 612-9700 Ext. 1209

Section 8 (1) Statement 2

Documents provided by the NIF for the use or guidance of its officers:

This section is not applicable to the NIF at this time.

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi).

Arrangements will be made to accommodate the applicant between the hours of 9:00 a.m. to 3:00 p.m. on normal working days.

The Policy of the NIF for provision of copies of documents that are readily available to the public is as follows:

- provision of documents may be subject to a charge to cover administrative costs.
- no smoking, eating or drinking is allowed in the space provided.

Section 8 (1) (a) (i) and Section 8 (1) (a) (ii)

These sections are not applicable to the NIF at this time.

Section 8 (1) (b)

In enforcing written laws and schemes administered by the NIF where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

This section is not applicable to the NIF at this time.

Section 9 (1)

Section 9 (1) (a, b, c, d, e, f, g, h, i, j, k, l, m)

These subsections are not applicable to the NIF at this time.

April 4 2022